

TEXAS STATE BOARD OF PHARMACY (TSBP)			
JOB VACANCY ANNOUNCEMENT			
www.pharmacy.texas.gov			
Job Title:	Field Investigator	Closing Date:	September 29, 2017 @ 5:00 pm
Posting Number:	TBP17-022	Schedule:	Full-time
Reports to:	Chief of Investigations	Division:	Enforcement
Annual Salary:	\$51,456	Travel:	Yes – 40% - 60% overnight
New Hires/Rehires:	60 day waiting period for health coverage	Military Crosswalk Army 31, 35 ; Navy IS, Intelligence ; Law Enforcement ; Coast Guard IV, 401, 023 ; Marine 58 ; Air Force 1N, 3P, 7S, 13, 14, 31, 71	
GENERAL DESCRIPTION			
<p>Performs complex investigations throughout the state of Texas, but primarily in the Dallas and Houston areas. Work involves investigating complaints filed against individuals regulated by the agency, including pharmacies, pharmacists, pharmacist interns, pharmacy technicians, and pharmacy technician trainees. Investigations include drug accountability audits, and overt and covert investigations regarding potential violations of laws and rules governing the practice of pharmacy. Responsible for scheduling and coordinating investigations and audits with local, state, and federal law enforcement, and other regulatory agencies. Works independently when planning and conducting investigations. Documents actions and findings of investigations/audits in written reports for administrative/regulatory action and/or criminal/civil prosecution in either state or federal court. Maintains liaison with local, state, and federal officials and regulatory agencies</p>			
ESSENTIAL JOB FUNCTIONS			
<p>Conducts complex and special investigations regarding potential violations of laws and rules governing the practice of pharmacy in Texas.</p> <p>Collects physical evidence to support investigative findings. Maintains chain of custody.</p> <p>Identifies, contacts, and/or interviews potential witnesses, and/or complainants, and/or suspects. Obtains written Statements from parties involved in the complaint.</p> <p>Evaluates and summarizes investigative findings. Prepares written investigative reports.</p> <p>Assumes undercover roles and conducts or participates in joint covert investigations of pharmacists suspected of diverting controlled substances and/or dangerous drugs. Work may involve obtaining unauthorized refills of prescriptions and purchasing drugs without a valid prescription. Obtains investigative prescriptions for covert investigations.</p> <p>Gathers background information, pursues investigative leads and conducts surveillance of suspects involved in investigations. Reviews complaints or intelligence information to determine the likely focus of an audit or an investigation.</p> <p>Conducts complete audit investigations of pharmacy drug records. Serves "Notice of Inspection" or "Administrative Inspection Warrant." Obtains relevant records. Conducts inventories of drugs on premises. Obtains additional drug records from third parties. Completes computation chart and prepares "Report of Investigation" including verification of questionable records.</p> <p>Prepares and submits weekly and monthly activity and vehicle reports.</p> <p>Assists the agency's Legal Division in the collection and preparation of evidence for informal settlement disciplinary conferences and administrative hearings.</p> <p>Establishes and maintains liaison with and provides technical or on-line assistance to local, state and federal law enforcement and regulatory agencies. May coordinate, as case agent, joint investigative activities with other law enforcement agencies.</p> <p>Testifies in criminal/civil courts and administrative hearings.</p> <p>Assists in training programs.</p> <p>Attends professional and job-related schools and seminars.</p> <p>Plans itinerary weekly.</p> <p>Complies with all agency personnel policies, including regular attendance.</p>			

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent. Graduation from an accredited four year college or university is preferred. Degree or major course work in criminal justice, health related professions or pharmacy is preferred. Must have five (5) years of employment in law enforcement as a commissioned officer, with a minimum of two (2) years' experience in criminal, civil, or regulatory agency investigations. Previous experience investigating violations of pharmacy, drug, or health-related laws is highly desirable.

Must be a licensed peace officer. A current, active license from the Texas Commission on Law Enforcement (TCOLE) is required. Must pass TCOLE background check. Must have a valid Texas Drivers' License and demonstrate good driving record. Insurability by agency's car insurance carrier is a condition of employment. Within the first three months of employment, will be required to complete process to become commissioned as a notary public and an officer of the Food and Drug Administration.

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

Considerable knowledge of investigative procedures and techniques, including handling of evidence.

Considerable knowledge of laws and rules (Texas Pharmacy Act/Rules, Texas Controlled Substance Act/Rules, Texas Dangerous Drug Law, and Federal Controlled Substance Act) pertaining to the practice of pharmacy and distribution of drugs.

Facility and accuracy with numbers and mathematical computations.

Working knowledge of standard office procedures and office equipment, including personal computer.

Interpersonal skills to interact with a variety of contacts professionally and tactfully.

Ability to maintain effective working relationships with other employees.

Ability to maintain confidentiality.

Must have a strong personal drive and a determination to work on a number of detailed/confidential matters at any given time.

Considerable knowledge of division rules, regulations, procedures and functions.

Ability to work independently.

Ability to perform multi-tasks simultaneously.

Ability to follow directions.

Ability to orally communicate effectively.

Ability to prepare accurate, complete, and well written investigative reports.

WORK ENVIRONMENT

Designated duty point is personal residence. Must reside and operate from a headquarters located in one of the following counties: Ellis, Navarro, Freestone, Limestone, Madison, Leon, Walker, Montgomery, Brazos, or Dallas County. Work involves travel throughout the state of Texas to conduct investigations. Work involves frequent entrance into and out of businesses, such as pharmacies, hospitals, pain clinics, doctors' offices, as well as entrance into and out of personal residences or other locations where complainants, witnesses, or subjects may be interviewed. Work may involve travel to conferences and meetings, including periodic travel to Austin Headquarters. Travel involves driving in state vehicle to designated locations and being away from home for several consecutive days. Travel may require sitting and driving in vehicle for long periods of time. Travel may involve flying by commercial airline to distant locations. Investigations may require standing for up to eight hours per day. Work involves frequent verbal communication with others. Work requires frequent written communications to others regarding investigations through investigative reports, letters and memorandums. Work requires the gathering, lifting and transporting of records. Must be able to lift 35 pounds. May work in the Austin office which has normal office environment. Tobacco free environment in state offices and in state-owned vehicles.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, one the following documents must be submitted to TSBP with the employment application:

- a copy of the DD-214;
- a statement of compensation from the Veteran's Administration; or
- a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. The job description and state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov/Job%20Openings/JobOpenings.asp>. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered.

A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected.

Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

An Equal Employment Opportunity Employer

TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

A copy of TSBP's EEO Plan Utilization Report is available at

http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf